

Assessment Guidelines & Marking Criteria of your Curriculum Vitae

Your written submissions will be broadly assessed on four criteria:

- Clear job/sector specification
- Attention to detail
- Quality of evidence
- Organization and presentation

Note that to earn a particular mark on your CV, it does not have to fulfil that mark individually for each of the above four categories; this guideline is to help to show you what we are looking for, and our judgements will be formed on the predominant character of your submission. Evidence of strength in some areas may compensate for weaknesses in others.

There is no rule for the CV length, but 2 pages is the norm for a UK graduate CV, with exceptions by sector.

Checklist of essential elements required for all essays:

- ✓ Name, professional contact information
- ✓ Job or Sector to which you are applying
- ✓ Relevance: have you provided evidence for the job requirements?
- ✓ Is the CV easy to read (e.g., not enough white space, too many large paragraphs, etc.)?
- ✓ Consistent style, accurate spelling and grammar
- ✓ Coherent organisation of topics and/or skills
- ✓ Formatting is appropriate (e.g., bold, capitals, bullet points, etc.)

Assessment Breakdown for Curriculum Vitae:

- | | |
|-------------|---|
| 5 Points | Structure and Readability (grammar, spelling, formatting, etc.) |
| 5 Points | Quality of Presentation |
| | Key points relevant and presented clearly |
| | Transferrable skills backed up by facts/evidence/examples |
| | Demonstrates understanding of chosen job/sector |
| +/-2 Points | Discretionary marks (overall quality of CV) |

Reflecting and Looking Ahead: this is an opportunity to improve your post-graduation prospects!

- ✓ Not sure where to start on your CV? Look at this guidance on [CVs and Applications](#)
- ✓ Not sure what you want to do with your degree (or life)? Start with the [Maths Graduate Opportunities & Careers](#) and [QM Careers and Enterprise](#) pages for guidance on navigating a career path; visit the [How-to](#) section to learn about topics ranging from networking to commercial awareness.
- ✓ Have you asked at least two people for feedback (e.g., a colleague, Maths Careers, someone in that job)?
- ✓ Our aim for doing the CV Submission and Self-Audit close together is to help you do a “gap analysis” to set some positive concrete goals for this semester (and work toward them)!